



### Objectives

This document walks you through the following steps to sign up for TAP access:

1. Create a username and password
2. Check your email
3. Log into TAP

### Prerequisites

You will need your:

- FEIN, ITIN, or SSN
- Federal Adjusted Gross Income (FAGI) from your most recently filed tax return.

### Steps

- ☐ 1. Click the **Sign Up** button that best fits your needs.
- ☐ 2. Choose your account type from the dropdown menu.
- ☐ 3. Enter your business information.
- ☐ 4. Create a username and password.  
**Note:** Passwords must be 8-20 characters and include numbers. They are also case sensitive.
- ☐ 5. Click **Submit** when you are done.
- ☐ 6. You'll get a confirmation. Be sure to record your confirmation number.
- ☐ 7. You will get a confirmation email with an authorization code. You'll need this code to log into your TAP account for the first time.
- ☐ 8. Once you are now in your TAP account, you can do many things including:
  - File or amend returns
  - Make and schedule payments
  - Manage your accounts